

**CPCS**  
**Group Administrator**

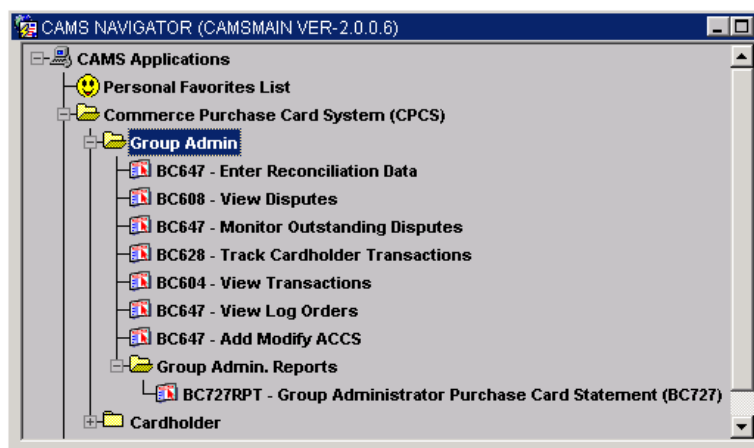
**Table of Contents**

|  |            |
|--|------------|
| <b>Chapter 9 Group Administrator .....</b>                   | <b>9-1</b> |
| <b>9.1 Specify Approving Official/Cardholder .....</b>       | <b>9-1</b> |
| 9.1.1 Enter Reconciliation Data .....                        | 9-2        |
| 9.1.2 View Order Log .....                                   | 9-2        |
| 9.1.3 Add/Modify ACCS.....                                   | 9-2        |
| 9.1.4 View/Monitor Outstanding Disputes .....                | 9-2        |
| <b>9.2 View/Track Cardholder Data.....</b>                   | <b>9-2</b> |
| <b>9.3 Group Administrator Purchase Card Statement .....</b> | <b>9-3</b> |
| 9.3.1 Generate Bankcard Statement.....                       | 9-3        |
| 9.3.2 Statement Example .....                                | 9-4        |

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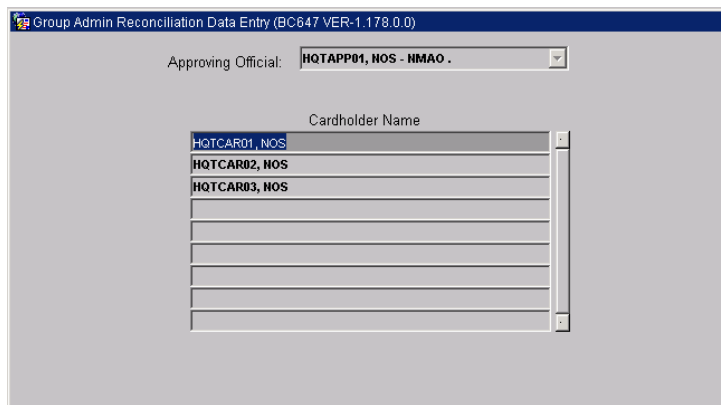
## Chapter 9 Group Administrator

Group Administrators may be associated with multiple approving officials and cardholders. Group administrators have the ability to reconcile cardholder transactions and view cardholder order log entries. Although the group administrator functionality may be utilized to facilitate the reconciliation process, the cardholder must adhere to applicable policies and procedures. The responsibilities related to making purchases, maintaining the order log, etc. remain with the cardholder. The approving official role is unchanged, with responsibility for approving or denying transactions and ensuring that the appropriate ACCS is charged for each transaction. The following is an example of the menu options available to a group administrator:



### 9.1 Specify Approving Official/Cardholder

In order to utilize most of the menu options shown in the above illustration, the group administrator must specify the approving official and applicable cardholder. The Group Administrator Reconciliation Data Entry (BC-647) screen lists cardholders by approving official as shown in the following illustration:



Group administrators can be linked to multiple approving officials. After selecting the desired menu option, the group administrator specifies the approving official using the drop-down list and selects the cardholder by double-clicking on the cardholder name. From this point, the process is very similar to the cardholder functionality.

### **9.1.1 Enter Reconciliation Data**

A group administrator must specify the approving official and cardholder they intend to reconcile transactions for, but the procedures for reconciling as a Group Administrator are identical to those for a cardholder. Please refer to Section 6 for detailed procedures related to reconciling transactions.

### **9.1.2 View Order Log**

A group administrator can view order log entries created by the cardholder. Although the Log Orders menu option does not permit a group administrator to create additional log entries, this functionality is available during the reconciliation process. When the order log is accessed from the Reconcile Transaction screen, group administrators can add, delete, or modify order log data for a cardholder. Please refer to Section 5 for additional information pertaining to order log entries.

### **9.1.3 Add/Modify ACCS**

A group administrator can add or modify ACCS data from the menu option or during the reconciliation process. Please refer to Section 4 for additional information pertaining to the Add/Modify ACCS menu option or Section 6.1.1 for procedures relevant to the ACCS Details screen.

### **9.1.4 View/Monitor Outstanding Disputes**

In addition to viewing disputes, a group administrator can monitor outstanding disputes and reconcile disputed transactions. Please refer to Sections 6.2.2.1 and 6.2.2.2 for detailed procedures related to the viewing and monitoring disputes. Monitoring functionality also includes the reconciliation of outstanding disputes. Section 6.2.3 for includes detailed procedures related to reconciling disputed transactions.

## **9.2 View/Track Cardholder Data**

Cardholders, group administrators, initiators, and approving officials have the ability to view and track cardholder transactions, including disputes. CPCS utilizes various screens for this functionality. Please refer to the following sections of this manual for additional information:

- 7.1 View Cardholder Transactions
- 7.2 Track Cardholder Transactions
- 7.1 View Disputes

### 9.3 Group Administrator Purchase Card Statement

The Group Administrator Purchase Card Statement report can be generated by the group administrator. Similar reports can also be generated by cardholders, initiators, or approving officials. The following screen is used to generate this report:

Group Admin Bankcard Report Selection (BC727RPT 2.3.0.0)

**GROUP ADMIN BANKCARD STATEMENT REPORT SELECTION**

Purchase Begin Date: 01-OCT-2004

Purchase End Date: 30-OCT-2004

Recon Status: ALL

Approving Official: HQTAPP01, NOS - NMAO



Card Holder Name: HQTAR01, NOS

Run Report

#### 9.3.1 Generate Bankcard Statement

Group Administrators perform the following steps to generate a bankcard statement:

| Step | Action   |
|------|--|
| 1    | <p>Select the <b>BC-727 – Group Admin Bankcard Statement</b> menu option</p>   |
| 2    | Enter the <i>Begin Purchase Date</i> and the <i>End Purchase Date</i>  |
| 3    | Select the desired <i>Recon Status</i> <u>or</u> accept the default value (ALL)  |
| 4    | Select the <i>Approving Official</i> and <i>Cardholder</i>   |
| 5    | Click the <b>Run Report</b> button   |
| 6    | <p>The statement can be viewed using Adobe Acrobat Reader</p> <p><i>Note: An example of the statement is included in Section 8.2</i></p> |

| Step | Action   |
|------|--|
| 7    | To print the statement within Adobe Acrobat, select <b>File – Print</b> from the drop-down menu <u>or</u> Click on the <b>Print</b> icon  |
| 8    | Exit Adobe Acrobat and return to the <b>Bankcard Statement</b> screen.   |
| 9    | Click on the <b>Exit</b> icon  to return to the menu.   |

### 9.3.2 Statement Example

The following is an example of the report:

BC727



## Department of Commerce

Group Administrator  
Purchase Card Statement  
HQTGAD01 NOS-NMAO



| Approving Official   | Begin Purchase Date | End Purchase Date | Grand Total Transactions | Date Prepared | Page 1 of 1 |
|----------------------|---------------------|-------------------|--------------------------|---------------|-------------|
| HQTAPP01, NOS - NMAO | 01-OCT-2004         | 30-OCT-2004       | \$12,028.50              | 18-NOV-2004   |             |

Cardholder  
HQTCAR01, NOS

Total Purchases for Card # 40501  
\$12,028.50

| Vendor                   | Date Purchased | Amount   | Date Received | Date Posted | Recon Status | Div/Proj/Object Class                     | Trans No. | Note |
|--------------------------|----------------|----------|---------------|-------------|--------------|---|-----------|------|
| STAPLES                  | 03-OCT-2004    | 41.91    |               | 05-OCT-2004 | S            | 10-04-0003/B8L5S4B/26-19-00-00153424-1-1  |           |      |
| OFFICE DEPOT             | 01-OCT-2004    | 503.74   |               | 24-OCT-2004 | N            | 10-04-0003/B8L5S4B/26-19-00-00153454-1-1  |           |      |
| AARONS OFFICE PRODUCTS   | 01-OCT-2004    | -59.75   |               | 24-OCT-2004 | N            | 10-04-0003/B8L5S4B/26-19-00-00153454-2-1  |           |      |
| AARONS OFFICE PRODUCTS   | 01-OCT-2004    | 239.00   |               | 24-OCT-2004 | N            | 10-04-0003/B8L5S4B/26-19-00-00153454-3-1  |           |      |
| BUYCOMP.COM              | 05-OCT-2004    | 5,155.00 |               | 24-OCT-2004 | N            | 10-04-0003/B8L5S4B/26-19-00-00153454-4-1  |           |      |
| COMP USA                 | 11-OCT-2004    | 1,050.00 |               | 24-OCT-2004 | N            | 10-04-0003/B8L5S4B/26-19-00-00153454-15-1 |           |      |
| BEST BUY                 | 15-OCT-2004    | 1,252.55 |               | 24-OCT-2004 | N            | 10-04-0003/B8L5S4B/26-19-00-00153454-14-1 |           |      |
| AMAZON                   | 20-OCT-2004    | 75.00    |               | 24-OCT-2004 | N            | 10-04-0003/B8L5S4B/26-19-00-00153454-5-1  |           |      |
| OFFICE MAX               | 20-OCT-2004    | 42.95    |               | 24-OCT-2004 | N            | 10-04-0003/B8L5S4B/26-19-00-00153454-10-1 |           |      |
| AMAZON                   | 20-OCT-2004    | 25.00    |               | 24-OCT-2004 | N            | 10-04-0003/B8L5S4B/26-19-00-00153454-12-1 |           |      |
| COMPUTERS4SURE.COM       | 20-OCT-2004    | 129.50   |               | 24-OCT-2004 | N            | 10-04-0003/B8L5S4B/26-19-00-00153454-13-1 |           |      |
| OFFICE DEPOT             | 20-OCT-2004    | 103.60   |               | 24-OCT-2004 | N            | 10-04-0003/B8L5S4B/26-19-00-00153454-11-1 |           |      |
| COMP USA                 | 20-OCT-2004    | -100.00  |               | 24-OCT-2004 | N            | 10-04-0003/B8L5S4B/26-19-00-00153454-6-1  |           |      |
| STAPLES                  | 20-OCT-2004    | -15.00   |               | 24-OCT-2004 | N            | 10-04-0003/B8L5S4B/26-19-00-00153454-7-1  |           |      |
| A-1 CABLES - CONNECTICUT | 20-OCT-2004    | 1,195.00 |               | 24-OCT-2004 | N            | 10-04-0003/B8L5S4B/26-19-00-00153454-8-1  |           |      |
| A-1 CABLES - MARYLAND    | 21-OCT-2004    | 2,390.00 |               | 24-OCT-2004 | N            | 10-04-0003/B8L5S4B/26-19-00-00153454-9-1  |           |      |